**COVID-19 POSITIVE CASE DECISION MATRIX**

### Site Preparation Steps:

**Cleaning Service:**
1) Secure Cleaning Vendor to come on-site for large cleaning projects.
2) Increase bathroom cleaning frequencies with approved Tyvek suits (if possible).
3) Obtain a business continuity plan from your cleaning service.

**Stock:**
1) Secure Cleaning Vendor to come on-site for large cleaning projects.
2) Increase bathroom cleaning frequencies with approved Tyvek suits (if possible).

**Stock:**
1) Obtain sufficient stock of disinfecting wipes, cleaning supplies.

### Isolation Room

- Isolation Room
  - Documented Trained Personnel Can Execute The Next Steps

### Affected Work Zones

- Affected Work Zones
  - Concurrent Actions

### Step 1: EMPLOYEE TRACING -

- Identify the number of affected employees potentially exposed.
- Obtain the affected employee's contract tracing form (if applicable) and use an officer list of employees to evaluate.

### Step 2: Evaluate Potential Affected Employee(s) -

- Ask the affected employee's contact tracing form.
- Perform a daily work within 14-days from the start of symptoms.
- Next, based on the timeline frame in 2a, determine what other employees possibly came in contact with the affected employee, see definition below. If social distancing practices have been followed this list should be small.

### Close Contact

- Close Contact is defined as any of the following occurred:
  - Working in the same room and,
  - Directly coughed or sneezed on and/or,
  - Face-to-face discussion (within 6 ft) for 2 minutes and/or
  - Being generally within 6 ft (2m) proximity for more than 15 minutes.

### Step 2: Authorized Site Personnel:

**Documented Trained Personnel Can Execute The Next Steps of the Disinfection Protocol**

### Step 3: Quarantine Affected Employees

- Determine if employees need to be quarantined.

#### Note

- If the number of affected employees is more than 2, then escalate to leads for further review.

#### Notes:

- If the point is small and everyone was affected with no signs or symptoms, then a decision to not quarantine maybe given.

### Step 4: Return-to-Work

- If returned to work, the employee must continue to monitor their health and follow medical advice.

### Suspected COVID-19 Visitor

- Suspected COVID-19 Visitor
  - Determine what employees came in close contact.

- Close Contact is defined as any of the following occurred:
  - Working in the same room and,
  - Directly coughed or sneezed on and/or,
  - Face-to-face discussion (within 6 ft) for 2 minutes and/or
  - Being generally within 6 ft (2m) proximity for more than 15 minutes.

- If the employee was off-site, then no need to let the area settle for at least 3-hours.

### Step 5: Recovery

- Return to work, if the Suspected COVID-19 employee returns negative COVID-19 laboratory tests that are at least 24 hours apart.

### Step 6: Return-to-Work

- Notify the review committee.

- Return employees to work, if the Suspected COVID-19 employee returns negative COVID-19 laboratory tests that are at least 24 hours apart.

### DISCLAIMER OF LIABILITY:

This information is shared by the Society of Chemical Manufacturers and Affiliates (SOCMA) and is disseminated for informational and educational purposes only. This information is not intended as legal, medical or safety guidance and does not create any legal relationship or responsibility between SOCMA and user. Nothing contained herein is intended to advise or change the requirements or specifications of individual manufacturers or local, state and federal officials that have jurisdiction in your area. The user is responsible for assuring compliance with all applicable laws and regulations.